



AALBORG UNIVERSITET

Department for Communication & Psychology
Guidelines for Study Start Fall 2020
Version 6. d. 07.10.2020

Dear everyone,

Welcome to the new semester – to both new and old students. But also welcome to a semester which, like the previous, will be affected by corona. The new semester will not be exactly like the previous, though, as the Government has decided to allow a partial reopening of the universities this fall, e.g. enabling us to meet for lectures, group work etc. At the same time, however, we must develop new teaching forms that respect the Danish Health Authority's guidelines for further education as well as the guidelines for responsible behaviour in general, as failure to do so might cause the corona situation to escalate quickly. Therefore, we need to observe a series of rules for social activities this semester, including rules for how to act in case of symptoms or infection. We would like to ask you to read these rules thoroughly as preparation for the new semester.

1. In General

As a student, you must at all times observe the existing regulations issued from AAU and from your department. It is your responsibility to stay up-to-date via the AAU [corona website](#). In continuation hereof: We – the university as well as the department – continue to find ourselves in a unique situation. This means that we regularly have to assess and revise the setup for teaching and supervision, use of the buildings, the layout of rooms and facilities etc. so as to constantly provide the best possible framework and conditions for teaching while at the same time observing existing regulations. The overall principle for everything we do is to do it in a completely safe and responsible manner, making our environments comfortable and safe to use. To be successful, everyone, staff as well as students, must make a committed and disciplined effort.

2. General COVID-19 Guidelines: AAU Observes the [Danish Health Authority's Recommendations](#)

- Keep your distance (at least one metre) and ask others to do the same. There are a few exceptions to the one-metre distance requirement; you will be informed by your programme if these exceptions apply to you.
- Wash your hands often and use hand sanitizer.
- Cough or sneeze into your sleeve – not your hands.
- Avoid handshakes, kisses on the cheek and hugs – limit physical contact.
- Wear a face mask if you feel that it is the most sensible thing to do.
- If you experience symptoms: *Stay home*. And see items 7 and 8 below on how to act in case of symptoms/infection.
- Be diligent with cleaning – both at home and at work.

The corona-related FAQs for students will be updated regularly in accordance with the most recent guidelines from the Danish Health Authority. Stay up-to-date [here](#).

Please note that the authorities encourage everyone to download the national [Smittestop app](#). The app may contribute to fast tracking of cases of infection, which may benefit AAU in case of a spread.



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3. Entering and leaving buildings

Rendsburggade 14

The main entrances on the ground floor are used by HUM students (Communication and Digital Media, Psychology, and Art and Technology).

The lifts operate with very limited capacity. Therefore, please use the large orange staircase in the following way:

- From below: Right side is UP and left side is DOWN.

If you are forced to use the lift, e.g. for health-related reasons, please observe the sign with the maximum number of users by the lift.

The stair turrets are used by students from PLAN and CREATE.

Rendsburggade 6

Please use the main staircase (keep to the right).

If you are forced to use the lift, e.g. for health-related reasons, please observe the sign with the maximum number of users by the lift.

Nordkraft

The lifts operate with very limited capacity. We therefore ask everyone who is not walking-impaired, in a wheelchair or for other health-related reasons prevented from taking the stairs to use the stair turrets.

Please note that traffic in the stair turrets is now one-way:

- **The northern stair turret** (Nyhavnsgade) serves as the entrance – for going up.
- **The southern stair turret** (Østerbro) serves as the exit – for going down.

If you are forced to use the lift, e.g. for health-related reasons, please observe the sign with the maximum number of users by the lift.

Musikkens Hus (House of Music)

The lifts operate with very limited capacity.

Students should therefore expect and allow time to use the staircases to access the facilities.

Please note that traffic in the lift and the stair turrets is now one-way (following the sun, which rises in the east and sets in the west):

- **The western entrance** (by the goods lift) serves as the entrance – for going up.
- **The eastern entrance** (student entrance) serves as the exit – for going down.

Sydhavnen



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No department-specific accessibility regulations. Ongoing dialogue with Campus Service. Be aware of the signs.

4. Special precautions in the AAU canteens

The canteens at AAU are comparable to public restaurants where facemasks are now obligatory – although not when seated. However, certain canteen areas at the university – especially in Aalborg – also function as thoroughfare to auditoriums and seminar rooms. Therefore, different precautions will apply to in different canteens at AAU:

- In Aalborg all buildings with canteens will be closed for the public. This means that only staff and students will have access to the buildings, and that an AAU access card is needed to enter. Wearing facemasks will not be obligatory in the canteens in Aalborg.
- In Esbjerg the canteen area partially functions as a thoroughfare to other facilities during a period of reconstruction. As of today it is therefore obligatory to wear facemasks when standing or walking in the canteen and marked eating areas. Wearing facemasks is not required when seated. Outside the opening hours of the kitchen it is not required to wear facemasks when present in the canteen area.
- In Copenhagen it is as of today obligatory to wear facemasks when standing or walking in the canteens, as guests from outside can buy food in the canteens. Wearing facemasks is not required when seated. Outside the opening hours of the kitchen it is not required to wear facemasks when present in the canteen area.

5. Social events must be cancelled

All social events and activities must be cancelled. It is not allowed to hold receptions, cafes, celebrations, song evenings and other formal or informal social gatherings. If an event contains both a professional aspect and a social aspect, the professional part of the event can be held, but the social part must be cancelled.

6. Joint Contact Points, Cleaning/Sanitizing These

You are responsible for cleaning all joint contact points that you have touched, e.g. tables, chairs and other materials. The existing guidelines ask you to use hand sanitizer *before* using joint contact points. All classrooms and group rooms will be equipped with buckets containing sanitizer wipes, just as dispensers with hand sanitizer are being fitted outside all classrooms, canteens and by the main entrances.

If wipes are missing where you do group work, they are handed out on the ground floor in Rendsburggade 14 (Create) at Facility Support.

7. Using the University Buildings for Teaching, Group Work and Supervision

- a. Be patient and keep a distance, and please remind your fellow students if they forget.



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- b. Some students will find themselves in groups with less than one metre between all students. This is completely in accordance with the Government's guidelines – the group will stay together throughout the semester and only mix with other classes or groups in cases where the distance requirement may be observed.
- c. For other groups, the health authorities' distance requirement applies.
- d. You cannot deviate from the distance requirement outside teaching contexts.
- e. Please note that students are required to keep a distance of two metres to the teacher, who as a rule also meets with other groups of students.
- f. Students cannot access rooms before the teacher or another member of staff *has opened the door and locked it into place* (using a wedge or similar). Students *cannot touch doors or door handles*.
- g. When you enter and leave a classroom, you may find yourself close to other students. Please keep your distance in such situations and follow the teacher's instructions.
- h. When you enter a room, you must sanitize your place using a sanitizer wipe before sitting down.
- i. Remember to observe the rules that apply to the room in question and to follow the teacher's instructions in this regard.
- j. Supervision must be planned with your supervisor. Supervision will, following a concrete assessment, be conducted as online supervision or a combination of physical and online supervision. The distance requirement/recommendations also apply to supervision and group work in general.
- k. In cases where the distance requirement *cannot* be observed, the Department of Communication and Psychology and the study programmes encourage everyone to wear a face mask.
- l. In crowded common areas, guides will be present to help people remember to observe the existing corona regulations. In that connection, we would like to urge you to follow the guides' instructions – they are there only to promote a sense of security, safety and good health for everyone.

8. Face Masks

Face Masks in Laboratories and Workshops

Everyone using the laboratories and workshops *must* wear a face mask, as it can be difficult to observe the distance requirement in these facilities. The university will provide students with face masks to use in our laboratories and workshops. Face masks will be available in relevant Laboratories and Workshops.

Face Masks in Crowded Areas

Everyone must wear face masks for movement while indoors in hallways and in common areas at AAU.

The following exceptions apply to the face mask requirement:

- Students are not required to wear face masks when participating in teaching and programme activities in seminar rooms, laboratories, workshops and other rooms used for classes. However, face masks must be worn when entering and exiting the rooms.
In teaching situations with mixed clusters where the distance requirement of at least 1 metre is not maintained, face masks must continue to be worn.



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- Teachers do not need to wear face masks once the teaching has begun. This applies regardless of whether they teach standing or sitting. However, teachers must maintain a 2-metre distance from the students nearest to them.
Teachers must wear face masks when entering and exiting the classroom.
- Face masks do not need be worn when sitting down in canteens, dining rooms, study areas, libraries and group rooms. However, face masks must be worn when entering and exiting these rooms/areas and for all other movement while in these room/areas.
- Some AAU buildings or premises are defined as “mask-free zones.” This applies mainly to administrative buildings or office areas where general traffic and/or congestion do not occur. Mask-free buildings or areas are clearly marked with signage. Face masks do not need to be worn in mask-free buildings or areas.
- Persons who are medically exempt from wearing face masks do not need to wear face masks.

Students and visitors must make sure to bring their own face mask.

9. In Case of Symptoms or Infection

If you as a student experience COVID-19 symptoms (fever, sore throat, muscular pain, dry cough etc.), you *cannot* go to campus, but must stay home and be tested for COVID-19. If your test results are negative, you can return to campus once you feel well. If your test results are positive, you must:

- Inform the head of studies of the positive test result and any close contacts at AAU. The head of studies will then launch the procedure for tracking the spread.
- Observe the authorities’ guidelines for tracking close contacts, i.e. close contacts outside AAU.
- Immediately go into self-isolation. You should continue your self-isolation until 48 hours after your symptoms has disappeared. If you have not had symptoms, stay isolated until 7 days after your test was taken.

You can read the guidelines for how to behave in case of symptoms or infection [here](#).

10. 8. If You Belong to the Risk Group

If you for various reasons cannot attend the physical teaching for a shorter or longer period of time, e.g. because you:

- Belong to the risk group
- Someone in your immediate family belongs to the risk group
- You are infected with COVID-19
- Someone in your immediate family is infected with COVID-19

The chairperson of your study board will with a view to taking the necessary steps to ensure that students in risk groups can follow the teaching without being physically present



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11. 9. International Students

AAU observes the authorities' recommendations. If you have arrived from a country that is orange in the authorities' travel advice and are in possession of a negative COVID-19 test that is no more than 72 hours old, self-isolation is not necessary. If you have not been tested, you must self-isolate yourself until you have been tested in Denmark.

12. 10. Alcohol Policy for Study Start and Fall Semester Events with the Participation of Students

Due to the current situation regarding COVID-19, AAU has decided that events where the students are served alcohol, including bars, parties etc., are prohibited in the 2020 fall semester.

We know that a lot of students will be sad to hear this. The decision is based on a precautionary principle, and the intention is to reduce the risk of infection as much as possible. The objective is to prevent 'pockets of infection', which could at worst force us to send the students and staff home and convert all teaching into online teaching.

In addition: Please remember that these rules may be changed on an ongoing basis, and that this document therefore does not serve as a fixed set of rules that will apply throughout the semester, but merely contains the rules at present. Therefore, remember to stay up-to-date:

AAU Corona FAQ and precautions:

<https://www.aau.dk/coronavirus/studerende-students>

Guidelines for the Department of Communication and Psychology:

<https://www.moodle.aau.dk/course/view.php?id=2950#section-1>